

RESOLUTION NO. 2024-1935

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A SALARY SCHEDULE FOR FULL-TIME PERMANENT EMPLOYEES AND RESCINDING RESOLUTION NO. 2024-1924

This resolution shall be effective as of the paycheck of November 1, 2024.

SECTION 1. DEFINITIONS

Full-Time Permanent Employees. A full-time permanent employee is one whose position is allocated in the budget and who regularly works a minimum of forty (40) hours per workweek on a continuing basis. Such employees are hired for an indefinite and unspecified duration.

The following salary ranges are hereby established.

FULL-TIME PERMANENT EMPLOYEE SALARY RANGES

A. Council

POSITION	MONTHLY SALARY*
Council Member	\$1,171

* In accordance with Ordinance 2022-397, and effective with the paycheck of January 13, 2023.

B. City Manager

POSITION	MONTHLY SALARY**
City Manager	\$23,333.33

** In accordance with Resolution No. 2024-1931 City Manager Employment Agreement

C. Management Classification

POSITION	SALARY SCHEDULE NUMBER
Assistant City Manager	P218
Chief Financial Officer	P213
Community Development Director	P213
Public Works Director/City Engineer	P213
Community Services Director	P197
Deputy City Manager	P197

D. Mid-Management Classification

POSITION	SALARY SCHEDULE NUMBER
Deputy Public Works Director	P188
City Clerk	P176
City Librarian	P176
City Planner	P176
Information Technology Manager	P176
Building Official	P167
Deputy Community Services Director	P167
Accounting Supervisor	P162
Landscape District Maintenance Manager	P162
Public Works Superintendent	P162
Recreation Manager	P162

E. Professional/Supervisory Classification

POSITION	SALARY SCHEDULE NUMBER
Senior Civil Engineer	P162
Senior Planner	P154
Senior Management Analyst	P147
Senior Librarian	P137
Media Supervisor	P132
Facility Supervisor	P132
Recreation Supervisor	P132

F. Professional/Technical Classification

POSITION	SALARY SCHEDULE NUMBER
Planner	P147
Associate Civil Engineer	P147
Associate Planner	P142
Assistant Engineer	P132
Management Analyst	P132
Public Safety Coordinator	P132
Senior Building Inspector	P132
Senior Code Enforcement Officer	P132
Senior Information Technology Specialist	P132
Assistant Planner	P123
Human Resources Specialist	P123
Librarian	P123
Library Circulation Supervisor	P123
Management Specialist	P120
Senior Media Specialist	P120

Deputy City Clerk	P117
Building Inspector	P117
Landscape Maintenance Inspector	P117
Maintenance Inspector	P117
Permit Center Supervisor	P117
Code Enforcement Officer	P116
Senior Accounting Specialist	P116
Recreation Coordinator	P114

G. Administrative/General Support Classification

POSITION	SALARY SCHEDULE NUMBER
Information Technology Specialist	P112
Accounting Specialist	P107
Executive Assistant II	P107
Building Assistant	P107
Executive Assistant I	P102
Library Technical Services Coordinator	P94
Library Technician	P94
Maintenance Technician II	P94
Maintenance Technician I	P87
Office Assistant	P87

SECTION 2. ESTABLISHMENT OF COMPENSATION PROCEDURE

- A. The City Manager shall recommend to the City Council the prescribed salary ranges for all classifications. The compensation for the City Manager shall be set by the City Council.
- B. At any time during the fiscal year, the City Manager is authorized to adjust the full-time position to a different salary schedule number.

1. The adjustment for any full-time position may not exceed 15 percent in a fiscal year. If a full-time position is adjusted more than once in a fiscal year, the total adjustment, measured from the pre-adjusted baseline, may not exceed 15 percent in that fiscal year.
2. Adjustments must be based on findings. Findings must relate to a change in duties, job conditions, salary comparison to similar positions in comparable public agencies, or any other similar basis.
3. Adjustments are completely separate from merit increases. Merit increases relate to an individual employee. Adjustments relate to all employees of a position within the relevant classification.
4. Adjustments are not retroactive. Adjustments are determined at the sole discretion of the City Manager and employees have no right to such adjustments.
5. Adjustments do not require approval or resolution of the City Council. The City Council, the Deputy City Manager, and Chief Financial Officer shall be notified of such adjustments and the findings which support them, in writing.
6. All such adjustments shall be subject to budget appropriation and may not be approved if to do so would exceed existing budget authority unless made contingent upon a budget amendment approved by the City Council.
7. Title change adjustments are authorized, provided that there is no increase in the total authorized full-time employee count.
8. The Salary Schedule for Full-Time Permanent positions (attached) is shown as a bi-weekly schedule for accounting and payroll purposes.

Resolution No. 2024-1924, and any conflicting provisions previously adopted, are hereby rescinded.

To the extent the provisions of this Resolution No. 2024-1935 are substantially the same as any other resolution or action of the City Council, the provisions of Resolution No. 2024-1935 shall be construed as continuations of these other enactments, and not as new enactments.

The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 13th day of November, 2024.

Alicia Weintraub, Mayor

ATTEST:

Lisa Pope, City Clerk

APPROVED AS TO FORM:

Pamela Lee, City Attorney